

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">ATSUGI VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	A-09-083
		初回選考締切り日 : 1 <sup>st</sup> Cut Off Date	11 SEP 2009
		募集締切り日: Closing Date	4 DEC 2009
		発行日: Date of Issue	4 SEP 2009
<b>1.職種名 Job title ( 等級 Grade <u>1-5</u> / 語学等級 LAD <u>3</u> )</b> <b>Personnel Technician, MLC #461</b>		<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 1.5em;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> 下記部隊／部署に所属する現 MLC/IHA 従業員 (HPT 従業員を含む) Current MLC/IHA/HPT Employees Working at the following Activity/Department <div style="text-align: center; font-weight: bold; font-size: 1.2em;">CNFJ, CFAY, CFAS, CFAO, NAF Atsugi, and NAF Misawa.</div>
見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
<b>2.部隊 Activity</b> <b>Human Resources Office Atsugi Satellite Office (N135),</b> <b>Total Force Manpower and Personnel Dept., CNFJ</b> <b>勤務場所 Working Place:</b> 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (    カ月 Months )	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制hr/wk )</b> <b>勤務日 Work Day:</b> Mon – Fri, 0745 - 1630 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> See Attached sheet.			
<b>7. 職務状況 Working Condition:</b> Position requires travel to Yokosuka, Yokota AFB, and other areas.			
<b>8.資格要件／身体条件 Qualification/Physical Requirements</b> - One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related field OR Completion of 4-years college/university in the related field. - Knowledge of USCS and MLC/IHA personnel regulations, procedures, methods, and policies. - Knowledge of automated personnel record systems (MDCPDS and JAS). - Skills in operating office automation software such as Microsoft Word, Excel, Access, PowerPoint and Outlook. - Ability to speak, read and write English at fluent proficiency level (LAD-3). <b>*Applicant who does not fully meet above requirements may be considered at lower grade trainee.</b> <b>*A handicapped applicant may be accepted, depending upon the degree and kind of disability.</b> <b>Non-Japanese Applicants:</b> Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) to your application.</u> <b>Former US Military Members:</b> Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> See block #8 <b>免許証／修了証 License/Certificate Required :</b> See Block #8			
<b>9.提出するもの Application and Associated Documents</b> <b>*<input checked="" type="checkbox"/> 空席応募用紙 (表・裏面)</b> Application for Vacancy Announcement (HROY Form 1, Front & Back) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> <b>*<input checked="" type="checkbox"/> 専門職務経歴書</b> Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> <b>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</b> HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa			
<b>問い合わせ先 for Job Inquiries</b> 担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-63-3426/3624/3427 / DSN 264-3426 / 3624		<b>提出先 Office to Submit</b> 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi, Atsugi Base 厚木基地人事部 HRO BOX12	
		<b>事務処理欄 For Official Use</b> <div style="text-align: center; font-weight: bold; font-size: 1.1em;">PD#: CNFJ-N135-007</div>	

- \*履歴書及び添付書類は所定の締切日までに上記提出先に提出してください。Submit application and attachments to HRO Atsugi SO by the Cut Off/Closing date of the announcement.
- \*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.
- \*提出された応募書類はお返ししません。Submitted applications will not be returned.
- \*初回選考締切日以降、選考決定により上記募集締切日を待たずに締切となることがあります。After 1<sup>st</sup> Cut Off Date, announcement may close before closing date above due to decision of selection.

## 6.職務内容 Duties

Receives Requests for Personnel Actions and other recruitment action. Establish and reviews qualification/other requirements and draft and distribute vacancy announcements. Coordinate paperwork for overseas announcements. Receive application packets and assure that all required materials are included in the packet, determines qualification and eligibility of applicants for positions. Prepare and distribute Applicant Referral List to management, schedule in-processes personnel and coordinates actions with the HRSC Hawaii and DFAO as appropriate. Initiates and/or reviews all incoming PARs for accuracy and forwards for the COR signature. Determine the appropriate nature of action, authority, rate of pay, remarks, etc. and code RPA/PAR for submission. Receive and codes for DCPDS input, RPA/SF-52s for other basic actions such as reassignments, awards, etc. and forward for processing. In-process new employees, coordinates requests for travel orders. Reviews all MLC/IHA travel documents for accuracy and conformance with applicable provision and procedures. Establish and maintain employees' personnel folders. Maintains employee information in JAS and personnel records on all MLC/IHA employees. Receive phone calls and visitors and answer inquiries on the personnel programs. Act as liaison between the HRO and the employers/managers of USFJ/Other Naval Activities and/or the Air Force Personnel Office and serve as liaison point between DFAO Office and the COR. Operate government vehicle to visit various customer activities including Yokota Base. Perform other duties as assigned.